

**SAMPLE SCOPE OF WORK
SITE VISIT
PROJECT NAME
CITY, STATE
DATE**

1.0 BACKGROUND AND GENERAL STATEMENT OF WORK.

Ordinance and Explosives (OE) is a safety hazard and may constitute imminent and substantial endangerment to the local populace and site personnel. It is the Government's intent to have the contractor review documents, survey the site for familiarity, gather recorded documentation of planned development, and submit a trip report of all activities.

2.0 PURPOSE.

The purpose of this effort is to obtain site-specific information that may be used to plan and develop the work plan. The work plan will be used to support subsequent OE response actions at the _____(project site) where OE may be present.

3.0 DESCRIPTION OF SERVICES.

TASK: Site visit to former (project site), City, State

3.1 (Task 1) Site Visit and Records Search. A site visit not to exceed ____ days and ____ contractor personnel will be performed. The Contractor will coordinate with the Project Manager (PM) at least ten (10) calendar days in advance of the site visit. The site visit team shall include the Contractor's Project Manager, a Senior UXO Supervisor, and _____. The objective of the site visit is for the Contractor's team to gain familiarization with the site in general and to gather information required to assemble an acceptable and executable Work Plan. No UXO-related activities will be performed during the site visit. The Contractor shall prepare an Abbreviated Site Safety and Health Plan (ASSHP) and submit the plan to the Contracting Officer for review and approval prior to the visit. The ASSHP has a brief, fill-in-the-blank format, and may be obtained from the USAESCH PM. The Contractor shall ensure that the visit is fully coordinated and that all members of the site visit team maintain compliance with the ASSHP. The Contractor shall also coordinate with the local points of contact prior to the site visit.

3.1.1 The area(s) to be visited is(are) the area(s) identified in _____, dated _____, and the _____ dated _____ as _____, _____, etc.

3.2 The contractor's UXO representative shall conduct a daily safety briefing to all personnel visiting the site prior to entry.

3.3 The contractor shall photograph and videotape the site for future reference.

May 2000

3.4 If OE is encountered, it will be avoided and personnel shall follow instructions of the contractor's UXO representative in evacuating the area. Local law enforcement shall be notified for response and CEHNC-OE-S shall notified for information.

3.5 Personnel Qualifications and Job Descriptions. The contractor shall furnish a staff that is qualified through education, training, and pertinent experience to accomplish the objective and tasks of the SOW. The site visit team will not exceed three persons; one will be project manager and one will be a Senior UXO Supervisor. The Senior UXO Supervisor must meet the requirements of DID OE-025. The contractor shall provide to the [OE Design Center] [District] by fax a resume documenting the qualifications of the Senior UXO Supervisor for approval (fax number). Current certification in accordance with 29 CFR 1910.120 (e) shall be site specific. Federal military and civilian employees shall not be employed by the contractor in the performance of any work under the contract, e.g., during off-duty hours, regular hours, or while on annual leave. Federal employees to be provided by the Government for performance of Government obligation will be engaged by the Government in their official capacities.

4.0 SUBMITTALS.

The reporting requirements of the basic contract will not apply to this delivery order with the exception that a trip report shall be prepared covering the site visit. The contractor shall furnish copies of the trip report as follows:

| <u>ADDRESS</u> | <u># OF COPIES</u> |
|--|------------------------|
| U.S. Army Engineering and Support Center ATTN: CEHNC-OE-DC (Name) P.O. Box 1600 Huntsville, Alabama 35807-4301 | 4 reports/1 video tape |
| U.S. Army Engineer District, _____ ATTN: Office Symbol (Name) Address | 4 reports/1 video tape |
| U.S. Army Engineer Division, _____ ATTN: Office Symbol (Name) Address | 1 report |
| Headquarters, U.S. Army Corps of Engineers ATTN: CEMP-RF (Name) 20 Massachusetts Avenue, NW Washington, D.C. 20314-1000 | 1 report |

5.0 PUBLIC AFFAIRS.

The Contractor shall not make available or publicly disclose any data generated or reviewed under this contract or any subcontract unless specifically authorized by the Contracting Officer,

the U.S. Army Engineer District, _____, PAO and/or the OE Design Center PAO. When approached by any person or entity requesting information about the subject of this contract, the Contractor shall defer to the PAO for response. Reports and data generated under this contract shall become the property of the Government and distribution to any other source by the Contractor is prohibited unless authorized by the Contracting Officer.

6.0 APPLICABLE REGULATIONS.

The contractor shall comply with the provisions of the following regulations (this list is not all inclusive).

6.1 AR 385-40 with USACE Supplements, Accident Reporting and Records.

6.2 EM 385-1-1, Safety and Health Requirements Manual.

7.0 GOVERNMENT FURNISHED DATA.

7.1 ASSHP, blank forms.

7.2 Applicable Portions of Time Critical Removal Action, Former (project site), Final Removal Report, dated _____ (if existing).

7.3 Engineering Evaluation/Cost Analysis for Former (project site), dated _____ (if existing).

7.4 Action Memorandum for Former (project site), dated _____ (if existing).

7.5 Any other project related information (maps, rights of entry, Archives Search Report, etc.)